

Appendix F: Children First Information and Advice Officers Contact Details
 (please check Tusla -The Child and Family Agency website for the most up to date information www.tusla.ie.)

Name	Area	Contact Address	Contact Numbers
Kathryn Morris	HSE Dublin North East Meath	Child Care Services Enterprise Centre Trim Rd Navan, Co Meath	Phone: (046) 909 7846 Fax No: (046) 909 7900 kathryn.morris@hse.ie
Duty Social Worker	HSE Dublin North East Meath	Child Care Services Enterprise Centre Trim Rd Navan, Co Meath	046 909 7870

Appendix F: Guidelines for taking and using images/recordings of children/young people

We all have a Duty of Care to ensure that children/young people are not exposed to harm, embarrassment or distress. It is good practice in terms of child protection and welfare to ensure measures are taken to safeguard children from misuse of images and that personal information such as identity and location are not made publicly available without their knowledge and informed consent.

The use of images plays a very important role to record, demonstrate and promote events and experiences. Accessible and diverse technology has meant that recording, sharing, disseminating and publishing images is more widespread than ever before.

The Data Protection Acts 1988 and 2003 state that "personal data" means data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller. On this basis an image of a person is considered "personal data" and would be subject to the provisions of the Acts. The capturing of a person's image and the subsequent use of such an image would constitute processing of personal data within the meaning of the Acts.

The following steps should be followed when taking or making recordings of children/young people:

- Any photos taken by the staff for display purposes will not show children's names.
- Photos may be taken by the staff for inclusion in children/young people's files.
- The service will allow photos to be published in the newspapers, but not names of children/young people unless prior permission has been obtained.
- Photos/video taken by parents are only for family use and will never be passed on to the media without prior permission from the service.
- Any request from other agencies to use children's photos, for example on literature or websites will only be allowed with prior permission from parents.

- If you do not want your child's image to appear on displays or in the press, please inform the service manager so that we can keep them out of such photos.

STORAGE

CCTV images and recordings of children/ young people in the service should only be accessible to the following:

- Authorised staff that have a direct role with children/young people.
- Authorised Officers carrying out a Child Protection Investigation (Gardaí, Tusla Social Worker).
- Supervised access by a mechanic carrying out authorised repair on works to CCTV equipment.